

Staff Report

To: Mayor and Town Council
From: Tammi Ledley, Town Manager
CC: Public Works Superintendent, Public Works Assistant Superintendent, Police Chief, Police Lieutenant, and Town Hall Staff
Date: August 10, 2020
Re: August Staff Report

- 1. Downtown Revitalization Project:** Town Staff virtually attended SHA's Partnering Meeting on July 21st.

C.J. Miller crews continue to travel south on the southbound lane. Existing sidewalks have been removed up to 1220 North Main Street. Today, crews were preparing the site to pour the concrete driveway apron at Houck Avenue and surrounding sidewalk locations.

The missing section of sidewalk on the southbound lane north of 482 will be poured after the retaining walls in front of 1414 and 1416 North Main Street are built. The walls had to be slightly modified which needed approval from SHA. The change was approved and now the work needs to be scheduled. Engineering changes were also made to the plans for the retaining wall at 1334 North Main Street due to concerns about how the excavation may impact the house foundation.

The cluster boxes for this section have been delivered. The Post Office is working on the installation schedule and mail delivery process. The Postmaster indicated that their budget schedule allows for the remaining cluster boxes for the center of Town to be ordered and installed monthly.

Crews have begun work on the traffic signal at the intersection of Gill Avenue and Main Street. The pole with two mast arms at the corner by 1154 Main Street will be replaced with a new one. All the signal lights will be replaced with new lights. A new equipment box will be installed in front of St. John's United Methodist Church's parking lot because the current equipment box attached to a traffic pole south of the church prevented the sidewalk from being ADA compliant.

- 2. Commercial and Residential Projects:** Our Commercial and Residential Projects are moving forward. Council Member Painter will give more details during her oversight report.
- 3. Finance Department:** Cheryl is preparing for the FY20 financial audit. The auditors will be onsite starting September 8th.
- 4. Revitalization Committee:** Committee Members have hand delivered flyers for the Town Bucket of Paint Program which reimburses residents up to \$250 for the cost of paint and materials to renovate the exterior of their home. Residents need to apply to Town Hall before the start of their project. As of today, we have received two applications. The Mayor will share the details of last night's committee meeting.

5. **Census 2020:** The U.S. Census announced last week that the NEW deadline for completing the Census count is now September 30, 2020. This new deadline is a replacement for the originally extended deadline date of October 30, 2020. The Census Bureau must deliver apportionment counts to the President and Congress by December 31, 2020 as required by law. The request to extend this date to April 30, 2021 has not been approved as of today.

As of August 9th, Carroll County's response rate of 79.1% is the highest in Maryland. The Town of Hampstead's response rate is ranked third in the County and twenty-first in the state. So far, 77.5% of our residents have completed the 2020 Census. We have exceeded our 2010 final response of 75.1%.

Census workers will be visiting homes that have not responded to the 2020 Census to make sure everyone is counted. Please remember if someone visits your home to collect information for the 2020 Census, you may ask to see their badge, which has their photograph, a U.S. Department of Commerce watermark, and expiration date. Census workers will never ask for your social security number, bank or credit card numbers, money, donations, or your political party.

6. **Business Expo:** The 4th Annual Hampstead-Manchester Business & Community Expo that was rescheduled for September 12th at Manchester Valley High School has been canceled. This year's expo will not be rescheduled again. The next annual expo is planned for March 2021.
7. **Water Valve Replacement:** Public Works successfully replaced the broken water valve at the Boxwood Drive pumphouse in Roberts Field last month. Even though the project required shutting the water off, Public Works was able to restore water to the surrounding residents sooner than expected.
8. **Miscellaneous projects:** Our new deck on Town Hall is almost finished and is a nice addition to our building. Special thanks for Christy for managing our transition to our new Comcast Voice Over Internet phones and internet. Christy also oversaw the selection process of our new IT provider, Maryland IT.